



Date Adopted: 06/27/1994

Date Revised: 07/17/2001

Title: Assistant Civil Engineer

FLSA: Exempt

General Purpose:

Under general direction of the Senior Civil Engineer, performs varied professional civil/traffic engineering work in design, construction, and inspection; coordinates a variety of public works and transportation projects; checks subdivision and related plans; and performs related work as required.

Distinguishing Characteristics:

This is the entry level in the professional engineering class series. Positions in this class perform basic professional engineering work and may coordinate the work of technical staff. Appointment to this level requires moderate administrative, analytical and technical skills acquired by some professional training and experience such that completion of the certification with the State of California as an Engineer-In-Training (EIT) would afford.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Prepares all phases of engineering design & drafting, plans & specifications for the construction of streets, street lighting, traffic signals, signing, striping, pavement marking, parks, recreation & parking facilities, storm drains, and other related public works projects; conducts various traffic, transportation and related engineering studies; prepares recommendations, reports, agenda statements and related correspondence; performs independent plan check, review & processing of maps, plans & specifications for conformance to State and City standards; participates in public works inspection and surveying activities including physical field inspections under adverse conditions (heat, cold, noise, hazardous materials); performs a variety of engineering calculations for storm drain facilities, structural stresses, strains & strengths, survey closures, areas, grading & curves and related factors; gathers supporting data; analyzes alternatives; and prepares estimates of time and construction costs; administers design, construction and engineering contracts; monitors capital improvement budgets for assigned projects & programs, including the City's urban run-off program (NPDES); provides information and assistance to Staff, contractors, developers, the public and to others over the telephone and at the public counter; prepare clear

and concise written and oral reports to various groups; attends off-site meetings, conferences and seminars during work and non-work hours, and make presentations at these meetings.

Minimum Qualifications:

Knowledge of:

Principles and practices of engineering as applied to public works, infrastructure, traffic, transportation and/or land development.

Materials, methods and techniques used in the design & construction of civil and traffic engineering projects.

Principles of engineering survey work, computerized drafting and database systems, and related engineering software applications.

Applicable federal, state and local laws, regulations and engineering standards pertaining to the design and construction of public works, traffic and related engineering projects.

Customer service techniques.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Ability To:

Prepare plans, maps, layouts, specifications and various engineering studies.

Prepare clear and concise reports and correspondence.

Communicate clearly in writing and verbally.

Exercise initiative in analyzing and completing assigned projects.

Use or learn to use computers to perform engineering designs and calculations, computerized master traffic control and computerized public works inventory systems.

Establish and maintain effective working relationships with those contacted in the course of work.

May coordinate and supervise the work of others, including City Staff and outside consultants.

Perform related duties as assigned.

Physical Standards:

The physical standard described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk and hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to read fine print on blueprints and VDT's; bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; speak to be heard and clearly understood, sometimes above the noise of heavy construction equipment; bodily movement to move across rough terrain and bridge scaffolding; climb into and out of manholes and trenches, 30 foot ladders and several flights of stairs and climb high banks of uneven terrain;

strength to carry a 10 pound ladder up and down stairs; ability to lift and/or maneuver up to 30 pounds; interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's degree from an accredited college or university with major course work in Civil Engineering or a closely related field;.

Experience: A minimum of two years of progressively responsible professional experience in the field of engineering.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Possession of certification from the State of California as an Engineer-In-Training (EIT) is preferred.